

GUIDELIST
AIRCRAFT OPERATIONS
Chapter 8.0
Revision: April 2000

This guidelist is designed to address key military Aircraft operations and Aviation Program Team (APT) functional responsibilities outlined in the ***One Book***.

District Director, Aircraft Operations (District DAO)

1. Verify District DAO is an experienced aviator with the requisite skills to manage and oversee DCMD military and contractor aircraft operations programs. (Ref: **Chapter 8.1, Paragraph 3**)
2. Verify District DAO has a process that addresses the preparation, submission, and execution of a consolidated District aircraft operations budget. (Ref: **Chapter 8.1, Paragraph 4.F.1.c; Chapter 8.2, Paragraph 4.F.1.c**)
3. Ensure District DAO compiled/submitted monthly metrics/data on time and in the prescribed format to DCMA-AO. (Ref: **Chapter 8.1, Paragraph 4.F.1.c; Chapter 8.1, Paragraph 4.F.7.a; Chapter 8.2, Paragraph 4.F.1.c; Chapter 8.2, Paragraph 4.F.7**)
4. When advised by CAO Commanders of new aviation contracts, did the District DAO and the Commander determine the need for either resident or non-resident GFR/APT support? (Ref: **Chapter 8.1, Paragraph 4.F.1.g.I**)
5. When required, did CAO Commanders and District DAO determine if military aircrews are needed to conduct on-site flying operations? (Ref: **Chapter 8.2, Paragraph 4.F.1.e**)
 - a. Does contract include sufficient flying time?
 - b. Was this action coordinated with and requested through DCMA-AO?
6. Has District DAO validated all DCMD military aircrew position descriptions? (Ref: **Chapter 8.2, Paragraph 4.F.1.g.II**)
7. Verify District DAO reviewed/determined if the number of CAO-assigned military aircrew personnel have exceeded requirements based on current available flight time and future workloads? (Ref: **Chapter 8.2, Paragraph 4.F.1.g.VII**)
8. As required, did District DAO ensure TDY aircrews (i.e. short-term Service augmentees) were properly briefed on mission requirements and that adequate

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mission planning facilities were available? (Ref: **Chapter 8.2, Paragraph 4.F.1.h.II**)

9. Did District DAO ensure copies of GFR PBAs were forwarded to DCMA-AO within 20 working days following completion of the assessment? (Ref: **Chapter 8.1, Paragraph 4.F.2.b.II**)

10. Did District DAO accomplish his/her annual training requirement by attending the DCMA Aviation Program Team Seminar? (Ref: **Chapter 8.1, Paragraph 6.B.4**)

11. Has the District Aircraft operations staff performed annual management reviews of each facility CFO, GFR, and AMM assigned to their District? (Ref: **Chapter 8.2, Paragraph 4.F.8.a**)

12. Did District DAO submit an annual survey schedule to DCMA-AO on time? Schedules for next FY are due NLT Sep 15th. (Ref: **Chapter 8.2, Paragraph 4.F.8.b**)

13. Verify District DAO has developed a Aircraft operations Awards Program to ensure nominations are sent to DCMA-AO before the end of each fiscal year. (Ref: **Chapter 8.2, Paragraph 4.F.8.c**)

14. Did the District DAO ensure all newly assigned GFRs and AMMs receive On-The-Job (OJT) training prior to assuming their respective roles? (Ref: **Chapter 8.2, Paragraph 4.F.8.d**)

a. Who administered the OJT?

b. Did the OJT program consist of a thorough review of all delegated contracts and contractor Procedures?

c. Did newly assigned GFRs/AMMs discuss their roles and missions with applicable ACO(s), PCO(s), QAR(s), Safety Specialist(s), and the CAO Commander?

d. Did newly assigned GFRs/AMMs receive over-the-shoulder training during a site survey/Assessment by a qualified aircraft operations person?

15. Did District DAO process field waiver requests appropriately? (Ref: **Chapter 8.2, Paragraph 3.E**)

CAO Chief of Flight Operations (CFO)

16. Is CFO satisfactorily managing/supervising all unit flight activities and programs according to governing directives? (**Ref: Chapter 8.2, Paragraph 3.A.1; Chapter 8.2, Paragraph 3.A.2; Chapter 8.2, Paragraph 4.F.1.b**)

- a. Does CFO produce and manage the local flying schedule?
- b. Does CFO manage Acceptance/Functional Check Flight (ACF/FCF) missions?
- c. Does CFO manage the unit's military aircrew training programs?
- d. Has CFO ensured all aircrew members maintain flight currency and proficiency?
- e. Does CFO manage DCMA military aircrew upgrade programs effectively?
- f. Has CFO prepared/submitted all aircraft operations budget requirements to District DAO?
- g. Does CFO maintain copies of all required local aircraft operations-related Memoranda of Understanding/Agreement (MOU/MOA) between the CAO and supported/supporting agencies?

17. Have internal operating instructions (OIs)/procedures been developed to meet the particular requirements of the CAO's flying unit? (**Ref: Chapter 8.2, Paragraph 3.D.1**)

18. Verify applicable Memoranda of Understanding/Memoranda of Agreement (MOUs/MOAs) exist to support the CAO's military aircrews in the following areas (**Ref: Chapter 8.2, Paragraph 4.F.1.k**):

- a. Flight Medicine
- b. Flight Simulator
- c. Flight Records Management
- d. Supplemental Active Flight Support
- e. Flight Equipment Maintenance/Acquisition

19. Does CAO flight activity have required technical orders, flight checklists, aircraft handbooks, Service regulations/instructions, and Flight Information

Publications (FLIP) to accomplish the mission safely? (**Ref: Chapter 8.2, Paragraph 4.F.2.a**)

20. Does CAO flight activity maintain a current Flight Crew Information File (FCIF)? (**Ref: Chapter 8.2, Paragraph 4.F.2.b**)

- a. Is the FCIF set-up properly?
- b. Do assigned crewmembers review the FCIF as required?
- c. Are these reviews documented?
- d. Has CFO established a process to alert aircrew personnel to FCIF changes?

21. Verify CAO flight activity maintains adequate mission planning and briefing area for assigned and TDY crewmembers. (**Ref: Chapter 8.2, Paragraph 4.F.2.c**)

- a. Are Weather, NOTAMS, Flight Planning Documents, FLIP, Hazard Reports, Weight and Balance, Airfield Diagrams, and local Area Map easily accessible?
- b. Does the local Area Map contain all required information?
- c. Are detailed written transient aircrew instructions/information available?

22. Has CAO flight activity established/coordinated with air traffic control agencies for ACF/FCF normal/emergency operating areas, procedures, and radar/flight following services? (**Ref: Chapter 8.2, Paragraph 4.F.2.e**)

23. Has CAO flight activity established communications procedures to pass technical and critical mission information to airborne crews? (**Ref: Chapter 8.2, Paragraph 4.F.2.e.III**)

24. Verify CFO schedules all FCF/ACF activities appropriately. (**Ref: Chapter 8.2, Paragraph 4.F.2.f**)

- a. Have start-no-later-than mission times been determined/published?
- b. Do preflight activities begin as soon as practicable after aircraft release notification is received from the contractor?
- c. As required (aircraft rejection), was the CFO, QAR, and ACO notified of this action?

25. Validate CFO processed flight authorizations correctly. (**Ref: Chapter 8.2, Paragraph 4.F.2.g**)

26. Ensure CAO flight activity complies with “Support Flight” restrictions for Pickup/Delivery missions, Cargo flights, Orientation flights, Passenger flights, Rescue/Recovery/Severe Weather Evacuation flights, Static Displays, Target Towing flights, Pace/Chase flights, Formation Flying, and Airborne Emergency Assistance flights. (**Ref: Chapter 8.2, Paragraph 4.F.2.h**)

27. Has CAO flight activity flown “Other” missions? (**Ref: Chapter 8.2, Paragraph 4.F.2.j**)

28. Are supervisory personnel participating in flights with CAO crewmembers? (**Ref: Chapter 8.2, Paragraph 4.F.2.k**)

a. Did authorized personnel perform supervisory flights?

b. Did supervisory personnel receive appropriate training/briefings prior to flight?

28. Has CAO flight activity established Aviation Medicine support agreements and are they sufficient? (**Ref: Chapter 8.2, Paragraph 4.F.2.l**)

a. Are annual flight physical examinations completed?

b. Is routine medical care adequate?

c. Are copies of annual physical examinations, medical grounding, and return to flight status kept on file?

29. Is individual crewmember flight time recorded and maintained according to applicable Service directives? (**Ref: Chapter 8.2, Paragraph 4.F.2.m**)

30. Are Service/DCMA-approved flight planning forms being used? (**Ref: Chapter 8.2, Paragraph 4.F.2.n**)

31. Have FCF/ACF profiles been developed that follow guidance specified in the aircraft technical order and/or contract? (**Ref: Chapter 8.2, Paragraph 4.F.2.o**)

32. Has CFO established minimum fuel requirements for each aircraft type and local weather conditions? (**Ref: Chapter 8.2, Paragraph 4.F.2.p**)

33. Has a system been establish to monitor, compute, and maintain aircraft weight and balance that meets appropriate Service and/or profile requirements? (**Ref: Chapter 8.2, Paragraph 4.F.2.q**)

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34. Does CAO flight activity have written procedures outlining mission weather requirements? (Ref: **Chapter 8.2, Paragraph 4.F.2.r**)
35. Does CAO flight activity have written procedures addressing Required Daylight Operations? (Ref: **Chapter 8.2, Paragraph 4.F.2.s**)
36. Has CFO established mission briefing and debriefing procedures? (Ref: **Chapter 8.2, Paragraph 4.F.2.t; Ref: Chapter 8.2, Paragraph 4.F.2.u**)
37. Does CAO flight activity have written procedures delineating authorized airwork maneuvers? Ref: **Chapter 8.2, Paragraph 4.F.2.v**)
38. Do CAO aircraft operations personnel adhere to Aircrew Duty and Rest Limitations? Ref: **Chapter 8.2, Paragraph 4.F.2.w**)
39. Has CFO determined a need for the CAO flight activity to conduct weekend flying? Ref: **Chapter 8.2, Paragraph 4.F.2.w**)
- 39a. If conducting aircraft operations on consecutive weekends, has the CFO sent a written request through the DCMD DAO to DCMA-AO?
40. Ensure CFO has developed a comprehensive Aircrew Training Program (ATP) that details recurring, requalification, and upgrade training for each crewmember. (Ref: **Chapter 8.2, Paragraph 4.F.3**)
- a. Is ATP developed according to Service directives/training guides and DCMA requirements?
 - b. Has CFO appointed instructors to administer the ATP?
 - c. Is initial aircraft qualification training being conducted locally?
 - d. Has CFO established a mission qualification training syllabus?
 - e. Are written procedures for recurrency and requalification established?
41. Does CAO flight activity have an Aircrew Evaluation Program that ensures unit aircrew members are mission capable? (Ref: **Chapter 8.2, Paragraph 4.F.4**)
42. Verify CFO compiled and submitted monthly aircraft operations metrics/data in the prescribed format to District DAO. (Ref: **Chapter 8.1, Paragraph 4.F.1.a; Chapter 8.1, Paragraph 4.F.3.c.IV; Chapter 8.1, Paragraph 4.F.7.a; Chapter 8.2, Paragraph 4.F.1.b**)

43. Verify CFO submitted metrics information on time to District DAO (due by the 15th of the month following each reported month). (Ref: **Chapter 8.1, Paragraph 4.F.7.a; Chapter 8.2, Paragraph 4.F.7.a**)
44. Verify CFO prepared and submitted a detailed annual aircraft operations/military requirement budget to the District DAO. (Ref: **Chapter 8.1, Paragraph 4.F.3.c.IV; Chapter 8.2, Paragraph 4.F.1.b**)
45. Verify CFO has established a comprehensive written aircraft delivery process? (Ref: **Chapter 8.1, Paragraph 4.F.6; Chapter 8.2, Paragraph 4.F.2.d**)
- a. Does it contain an aircrew briefing highlighting the unique aspects of local contractor flight/ground operations, **ALL** maintenance actions completed on the aircraft, and any non-time critical Technical Directive (TD)/Time Compliance Technical Order (TCTO) actions that have **NOT** been completed?
 - b. Does it provide for a thorough aircraft record/forms review and reconciliation?
 - c. Does it include a process for incorporating TDs and TCTOs?
 - d. Does it ensure **ALL** required TDs/TCTOs are incorporated prior to aircraft engine ground run and/or aircraft operations?
 - e. Does it ensure **ALL** time-critical maintenance and safety-of-flight actions are accomplished prior to aircraft delivery?
 - f. Does it include a formal mechanism to collect/analyze written customer feedback following each aircraft delivery?
46. Did CFO accomplish his/her annual training requirement by attending the DCMA-AO Aviation Program Team Seminar? (Ref: **Chapter 8.1, Paragraph 6.B.4**)
47. Are DCMA/Service waiver requests correctly handled (justified using ORM methodology) and sent through the District DAO to DCMA-AO for resolution? (Ref: **Chapter 8.2, Paragraph 3.E**)
48. Have any deviations to DLAD 5000.4, Chapter 8.2, occurred and has the activity reported the deviation correctly? (Ref: **Chapter 8.2, Paragraph 3.F**)
- a. Was incident reported to District DAO?
 - b. Are written reports submitted to District DAO with an information copy sent to DCMA-AO?

c. Are records of deviations kept on file?

49. Are multiple aircraft qualifications required? (Ref: **Chapter 8.2, Paragraph 4.F.1.j**)

a. Have requests been correctly processed, coordinated through the CAO Commander, and approved by DCMA-AO?

b. Are qualifications in more than one series of the same aircraft model approved by CFO and maintained in the aircrew training folder?

50. As required, did CFO ensure TDY aircrews (i.e. short-term Service augmentees) were properly briefed on mission requirements and that adequate mission planning facilities were available? (Ref: **Chapter 8.2, Paragraph 4.F.1.h.II**)

51. Does CFO ensure compliance with mission requirements prior to approving non-crewmember technical experts to fly? (Ref: **Chapter 8.2, Paragraph 4.F.1.h.III**)

52. Has CAO flight activity established a life support program that adequately supports mission requirements? (Ref: **Chapter 8.2, Paragraph 4.F.6**)

a. Has CFO specified requirements for aircrew clothing, life support equipment, survival equipment, and refresher training?

b. Did CFO include procurement and maintenance costs in annual budget estimate?

c. Have unit aircrew members completed recurring life support/survival equipment training?

d. If required, has CFO obtained written MOUs/MOAs to acquire support/services from local military units?

Flying Safety Officer/Aviation Safety Officer (FSO/ASO)

53. Ensure CAO Commanders with DCMA military aircraft operations have designated a rated officer as the unit's Flying/Aviation Safety Officer (FSO/ASO). (Ref: **Chapter 8.1, Paragraph 4.F.4.I; Chapter 8.2, Paragraph 4.F.5**)

a. Has the FSO/ASO attended Service-administered safety training?

b. Has FSO/ASO attended DCMA safety training (e.g. APT Seminar, GFR Course)?

- c. If not formally trained, is DCMA-AO aware of this requirement?
54. Does FSO/ASO conduct periodic flying safety meetings? (**Ref: Chapter 8.2, Paragraph 4.F.5.a.I**)
- a. Are meetings productive and relevant?
 - b. Are meetings held jointly with contractor personnel?
55. Are flying safety meeting attendance records documented? (**Ref: Chapter 8.2, Paragraph 4.F.5.a.I**)
- a. Has a system been established to brief absentees?
56. Has CAO flight activity developed a comprehensive pre-mishap plan? (**Ref: Chapter 8.2, Paragraph 4.F.5.b**)
- a. Does plan include appropriate responses to an overdue aircraft?
 - b. Does plan include appropriate responses to a suspected aircraft mishap?
 - c. Does plan address appropriate responses to an actual aircraft mishap, including response forces (i.e., fire and rescue, medical, police, etc.) and follow-on support (i.e., explosive experts, etc.)?
 - d. Does plan address security and safety of the mishap site?
 - e. Does plan discuss preservation/documentation of perishable evidence?
 - f. Does plan detail initial/status reporting and notification procedures?
57. If required, did FSO/ASO (assisted by APT) accomplish initial mishap response, complete mishap notification, and safeguarded DoD mishap aircraft until relieved by the owning service? (**Ref: Chapter 8.1, Paragraph 4.F.4.I; Chapter 8.2, Paragraph 4.F.5.a.III; Chapter 8.2, Paragraph 4.F.5.b**)
58. If required, did FSO/ASO follow the pre-mishap plan to ensure timely response and notification of DCMA principals and service customers via the fastest electronic means? (**Ref: Chapter 8.1, Paragraph 4.F.4.III; Chapter 8.2, Paragraph 4.F.5.a.III**)
59. If aircraft damage/incident was below reportable cost/injury thresholds, did FSO/ASO record the data and use it for trend analysis and lessons learned? (**Ref: Chapter 8.1, Paragraph 4.F.4.III**)

Government Flight Representative (GFR)

60. Ensure GFR has not been delegated primary or alternate cognizance of more than five (5) contractor facilities. (Ref: **Chapter 8.1, Paragraph 4.F.1.a and Chapter 8.2, Paragraph 4.F.1.a**)

61. When required (CAO CFO not assigned), verify GFR compiled and submitted monthly aircraft operations metrics/data in the prescribed format to District DAO. (Ref: **Chapter 8.1, Paragraph 4.F.1.a; Chapter 8.1, Paragraph 4.F.3.c.IV; Chapter 8.1, Paragraph 4.F.7.a**)

62. When required (CAO CFO not assigned), verify GFR submitted metrics information on time to District DAO (due by the 15th of the month following each reported month). (Ref: **Chapter 8.1, Paragraph 4.F.7.a**)

63. When required (CAO CFO not assigned), verify GFR prepared and submitted a detailed annual aircraft operations/military requirements budget to the District DAO. (Ref: **Chapter 8.1, Paragraph 4.F.3.c.IV**)

64. When notified by the Administrative Contracting Officer (ACO), does the APT participate in contract Pre-award Surveys? (Ref: **Chapter 8.1, Paragraph 4.F.1.e**)

65. Validate ACO informs the CAO Commander of the requirement to appoint a GFR for all contracts that include the Ground and Flight Risk Clause (DFARS 252.228-7001) or Flight Risk Clause (DFARS 252.228-7002). (Ref: **Chapter 8.1, Paragraph 4.F.1.f**)

66. When required, have Aviation Program Teams (APT) been delegated by the Contract Administration Office (CAO) Commander to monitor aviation contracts with the Ground and Flight Risk Clause and/or Flight Risk Clause? (Ref: **Chapter 8.1, Paragraph 4.F.1.g**)

67. Verify individual appointed as GFR is properly qualified and certified. (Ref: **Chapter 8.1, Paragraph 4.F.1.g.I**)

- a. Rated aviation officer?
- b. Successfully completed DCMA GFR Certification Course?
- c. Completed a GFR On-the-Job (OJT) training program?

68. Has APT accomplished reviews for all aviation contracts under their cognizance? (Ref: **Chapter 8.1, Paragraph 4.F.1.h**)

a. Have contract deficiencies been identified/forwarded to the Contracting Officer through the ACO by means of a DD Form 1716, Contract Deficiency Record?

69. Have contractor's Procedures been reviewed by the APT and approved in writing by the GFR? (**Ref: Chapter 8.1, Paragraph 4.F.1.i**)

70. When advised by the ACO, has APT participated in any Post-award Orientation Conferences (POAC) with the contractor and program office? (**Ref: Chapter 8.1, Paragraph 4.F.1.j**)

71. Has APT performed a comprehensive analysis (reviewing the contractor's past performance, processes, and associated risk) to determine the level of surveillance required for the contract? (**Ref: Chapter 8.1, Paragraph 4.F.2.a**)

72. Where deviations to GFR-approved contractor Procedures occur, did the APT issue a Corrective Action Request (CAR) to the contractor? (**Ref: Chapter 8.1, Paragraph 4.F.3.a**)

a. Does APT coordinate all CARs with the appropriate Quality Assurance Representative prior to issuance?

b. Are open discrepancies monitored to ensure that contractor is following up with corrective actions?

c. Does GFR keep the CAO Commander, ACO, and District DAO informed of all CARs that are not satisfactorily resolved?

73. Does APT use Operational Risk Management (ORM) techniques and principles to lower risk levels of the contractor's processes? (**Ref: Chapter 8.1, Paragraph 4.F.3.b and Chapter 8.1, Paragraph 4.F.4**)

74. Does GFR/APT conduct annual Performance Based Assessments (PBA) of contractor Flight and Ground operations/programs/facilities according to DLA 8210.1 and the APT Performance Based Assessment Guidebook? (**Ref: Chapter 8.1, Paragraph 4.F.2.b**)

a. Did GFR notify the contractor and facility Commander (or equivalent) in writing at least 30 days prior to performing the PBA/survey date?

b. Did GFR invite outside agencies to participate in the assessment?

c. Did GFR/APT conduct a formal Introductory and Exit briefing to explain the purpose/scope/results of the assessment?

75. Verify GFR forwarded PBA reports (including Facility Data Sheets) to the ACO, District DAO, and CAO Commander within 10 working days? (Ref: **Chapter 8.1, Paragraph 4.F.2.b.II**)

76. Did GFR ensure the contractor responded to the ACO with corrective actions within 30 days of receiving the report? (Ref: **Chapter 8.1, Paragraph 4.F.2.b.III**)

77. If required, verify GFR/APT conducted an abbreviated survey of each non-resident contractor facility semi-annually. (Ref: **Chapter 8.1, Paragraph 4.F.2.b**)

a. Did GFR notify the contractor and facility Commander (or equivalent) in writing at least 30 days prior to the PBA/survey date?

b. Did GFR/APT issue a semi-annual survey report detailing the results and forward a copy to the District DAO?

78. Does GFR know the objectives and profiles for each contractor flight? (Ref: **Chapter 8.1, Paragraph 4.F.3.c.I**)

79. Ensure GFR monitors the currency and qualifications of all contractor personnel (flight/ground crew) involved with contractor flight-related operations. (Ref: **Chapter 8.1, Paragraph 4.F.3.c.I**)

80. Verify GFR approves contractor flights according to approved contractor Procedures. (Ref: **Chapter 8.1, Paragraph 4.F.3.c.II**)

a. Are block flight approvals issued for only a maximum of one month?

b. Are flight profiles and objectives clearly defined for each flight?

81. Have FCF/ACF profiles been developed that follow guidance specified in the aircraft technical order and/or contract? Ref: **Chapter 8.2, Paragraph 4.F.2.o**)

82. When required, does a process exist for the GFR to review aircrew qualifications, prior to approving military TDY flights, to ensure TDY crews are current and qualified to perform the mission? (Ref: **Chapter 8.1, Paragraph 4.F.3.c.III**)

83. Is GFR/APT aggressively promoting mishap prevention by identifying hazards (i.e., flight line, hangar, flight, etc.) and working with the contractor towards their mitigation/elimination? (Ref: **Chapter 8.1, Paragraph 4.F.4.I**)

84. When required, did GFR/APT ensure the contractor responded and reported all mishaps according to the applicable contract provisions and contractor Procedures? (Ref: **Chapter 8.1, Paragraph 4.F.4.I**)

85. Verify GFR/APT ensured the contractor developed, in accordance with contractual requirements, pre-mishap plans for each contractor facility/site. (Ref: **Chapter 8.1, Paragraph 4.F.4.II**)

- a. Does plan include actions to preserve life?
- b. Does plan include provisions to prevent further damage or injury?
- c. Does plan include actions to preserve the mishap site for any investigating team?

86. When required, did GFR/APT follow the pre-mishap plan to ensure timely response and notification of DCMA principals and service customers via the fastest electronic means? (Ref: **Chapter 8.1, Paragraph 4.F.4.III**)

87. If aircraft damage/incident is below reportable cost/injury thresholds, did GFR/APT record the data and use it for trend analysis and lessons learned? (Ref: **Chapter 8.1, Paragraph 4.F.4.III**)

88. When required, did GFR/APT follow the pre-mishap plan to ensure timely response and notification of DCMA principals and service customers via the fastest electronic means? (Ref: **Chapter 8.1, Paragraph 4.F.4.III**)

89. When contracts are administered in one area but the contractor's flight operations are conducted in another geographical area, a functional delegation shall be issued for the desired oversight. When required, have supporting contract administration support delegations been issued Commander-to-Commander in order to provide a positive ownership transfer of the aviation program? (Ref: **Chapter 8.1, Paragraph 4.F.5.a**)

90. If a CAO Commander has cognizance over aircraft operations within another DCMA District, was the decision **NOT** to delegate contract administration to the host District approved by both affected District Commanders? (Ref: **Chapter 8.1, Paragraph 4.F.5.b**)

- a. Has an informational copy of the approved justification to maintain aviation program "ownership" for flight and ground surveillance purposes been forwarded to the DCMA Commander via DCMA-AO?

91. When required (CAO CFO not assigned), has GFR/APT established a comprehensive written aircraft delivery process? (Ref: **Chapter 8.1, Paragraph 4.F.6; Chapter 8.2, Paragraph 4.F.2.d**)

- a. Does it contain an aircrew briefing highlighting the unique aspects of local contractor flight/ground operations, **ALL** maintenance actions completed on

the aircraft, and any non-time critical Technical Directive (TD)/Time Compliance Technical Order (TCTO) actions that have **NOT** been completed?

- b. Does it provide for a thorough aircraft record/forms review and reconciliation?
- c. Does it include a process for incorporating TDs and TCTOs?
- d. Does it ensure **ALL** required TDs/TCTOs are incorporated prior to aircraft engine ground run and/or aircraft operations?
- e. Does it ensure **ALL** time-critical maintenance and safety-of-flight actions are accomplished prior to aircraft delivery?
- f. Does it include a formal mechanism to collect/analyze written customer feedback following each aircraft delivery?

92. As required, did GFR ensure TDY aircrews (i.e. short-term Service augmentees) were properly briefed on mission requirements and that adequate mission planning facilities were available? (Ref: **Chapter 8.2, Paragraph 4.F.1.h.II**)

93. Did GFR accomplish his/her annual training requirement by attending the DCMA-AO Aviation Program Team Seminar? (Ref: **Chapter 8.1, Paragraph 6.B.4**)

94. Does GFR ensure compliance with mission requirements prior to approving non-crewmember technical experts to fly? (Ref: **Chapter 8.2, Paragraph 4.F.1.h.III**)

Aviation Maintenance Manager (AMM)

95. Verify individual appointed as AMM is properly qualified and certified. (Ref: **Chapter 8.1, Paragraph 4.F.1.g.III**)

- a. Fully qualified aircraft maintenance craftsman or equivalent?
- b. Completed DCMA AMM Course?
- c. Completed an AMM On-the-Job (OJT) training program?

96. Ensure AMM knows the current status of all contractor aircraft ground operations and processes under his/her cognizance. (Ref: **Chapter 8.1, Paragraph 4.F.3.e.I**)

- a. Status of contractor's aircraft facilities?

- b. Status of contractor's aircraft ground support equipment?
 - c. Status of contractor's qualification and certification processes for maintenance employees working on Government aircraft?
 - d. Status of contractor's process for receipt of technical data?
 - e. Status of contractor's aircraft ground operations and Procedures?
 - f. Status of contractor's FOD/Tool control programs?
97. Does AMM perform ongoing surveillance of contractor ground operations, processes, and programs for adequacy and contract compliance? (**Ref: Chapter 8.1, Paragraph 4.F.3.e.II**)
- a. Does AMM advise the GFR of ground operations deficiencies?
 - b. Does AMM recommend corrective actions?
98. Does AMM participate in Performance Based Assessments and process reviews as the maintenance functional expert and advisor to the GFR? (**Ref: Chapter 8.1, Paragraph 4.F.3.e.III**)
99. Did AMM accomplish his/her annual training requirement by attending the DCMA-AO Aviation Program Team Seminar? (**Ref: Chapter 8.1, Paragraph 6.B.4**)

Specialized Safety Manager (SSM)

100. Verify APT's designated Safety representative's credentials. (**Ref: Chapter 8.1, Paragraph 4.F.1.g.II**)
- a. Fully qualified GSXX-0018 Safety Specialist?
 - b. Completed of the DCMA Aircraft Ground Safety Course?
101. Ensure SSM is familiar with all contractor facilities, equipment, personnel, and programs under his/her cognizance. (**Ref: Chapter 8.1, Paragraph 4.F.3.d.I**)
- a. Status of contractor's flight/ground operations safety programs?
 - b. Status of contractor's specialized and explosive safety programs?
 - c. Status of contractor's Aircraft Rescue and Fire Fighting (ARFF) issues?

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102. Does SSM conduct periodic surveys of the contractor's facilities, safety organization, and fire department for adequacy and contract compliance? (**Ref: Chapter 8.1, Paragraph 4.F.3.e.II**)

103. Does SSM participate in periodic Performance Based Assessments and process reviews as the safety functional expert and advisor to the GFR? (**Ref: Chapter 8.1, Paragraph 4.F.3.e.III**)

104. Did SSM accomplish his/her annual training requirement by attending the DCMA-AO Aviation Program Team Seminar? (**Ref: Chapter 8.1, Paragraph 6.B.4**)

Process Owner: DCMA-AO, Col Mike Falvey